**Competency Assessments**

**Project 5-1: Job Fair**

**You work for Lucerne Executive Recruiters, a company that specializes in fi nding employees for a variety of clients. You are planning to give a brief presentation at a local job fair and need to prepare a slide that lists some currently available jobs for which you are recruiting candidates. You can use a table to display this information.**

**GET READY. LAUNCH** PowerPoint if it is not already running.

**1. OPEN** the ***Jobs*** presentation and save it as ***Jobs Final***.

**2.** Go to slide 2, and click the **Insert Table** icon in the content placeholder.

**3.** Create a table with three columns and seven rows.

**4.** Type the following information in the table:

Title Company Salary Range\*

Senior Editor Litware, Inc. $30K-$42K

Sales Associate Contoso Pharmaceuticals $55K-$70K

District Manager Tailspin Toys $65K-$80K

Accountant Fourth Coffee $53K-$60K

Production Assistant Fabrikam, Inc. $38K-$45K

\*Starting salary based on experience

**5.** Click in the **Salary Range** column, and then click the **Insert Right** button on the Table Tools Layout tab to insert a new column.

**6.** Type the following information in the new column:

Posted

5/01

5/10

4/30

4/27

5/07

**7.** Click the **Production Assistant** cell, then click the **Insert Below** button on the Table Tools Layout tab to insert a new row.

**8.** Type the following information in the new row:

Loan Officer Woodgrove Bank $42-$54K 5/12

**9.** Select all the cells in the last row of the table, and then click the **Merge Cells** button on the Table Tools Layout tab.

**10.** Adjust column widths by dragging or double-clicking cell borders so that all table entries in a given row are on a single line.

**11.** Format the table as follows:

**a.** Select the Salary Range and Posted columns, and then click the **Center** button on the Home tab.

**b.** Click in the last row of the table, and then click the **Align Text Right** button.

**c.** With the insertion point still in the last row, click the **Shading** button on the Table Tools Design tab, and then click **No Fill**.

**d.** Click the **Border** button, and then click **No Border**.

**e.** Click the **First Column** table style option to apply emphasis to the first column of the table. Adjust column widths again if necessary to avoid runover lines.

**f.** Select all cells in the Loan Officer row of the table, click the **Border** button, and then click **Bottom Border**.

**g.** Apply a bevel effect to the column header cells and the first column cells.

**12. SAVE** the presentation and then **CLOSE** the fi le.

**LEAVE** PowerPoint open for use in the next project.

**Project 5-2: Making the Upgrade**

**You are a production manager at Tailspin Toys. You have been asked to give a presentation**

**to senior management about anticipated costs of upgrading machinery in the assembly area. Because you want to sum the costs, you will use an Excel worksheet to present the information.**

**1. OPEN** the ***Upgrades*** presentation and save it as ***Upgrades Final***.

**2.** Go to slide 2, click the **Insert** tab, click the **Table drop-down arrow**, and then click **Excel**

**Spreadsheet**.

**3.** Drag the lower-right corner handle of the worksheet object to reveal columns A through D and rows 1 through 7.

**4.** Type the following data in the worksheet. (Change the zoom size if desired to make it

easier to see the data you are entering.)

Machine Upgrade Cost Time Frame

Conveyor #2 New belt, drive $28,000 30 days

Conveyor #3 Update software $5,800 14 days

Drill Press #1 Replace $32,000 30 days

Vacuum system New pump, lines $12,750 30 days

Docks #2–#5 Doors, motors $14,500 10 days

**5.** Click the Excel **Page Layout** tab, click the **Themes** button, and then click **Solstice** to apply the same theme to the worksheet that your presentation uses.

**6.** Adjust column widths by dragging or double-clicking column borders to display all data.

**7.** Click in cell **B7**, type **Total Costs**, and then press **Tab**.

**8.** Click the **Sum** button in the Editing group on the Home tab, and then press **Enter** to complete the SUM function.

**9.** Apply **Quick Styles** to the worksheet as follows:

**a.** Select the column headings, and then click the **Cell Styles** button in the Styles group on the Home tab.

**b.** Click the **Accent5** style.

**c.** Click the **Total Costs** cell, click the **Cell Styles** button, and click the **Accent1** style.

**d.** Click the cell that contains the sum of costs, click the **Cell Styles** button, and click the **Total** style.

**e.** Apply bold formatting to the column heads and the **Total Costs** cell.

**10.** Click the **Select All** area at the top left corner of the worksheet, then click the **Font Size drop-down arrow** and click **18**. Adjust column width again if necessary to display all data.

**11.** Select the entries in the Time Frame column, and click the **Center** button.

**12.** Click outside the worksheet twice to review your changes.

**13. SAVE** the presentation and **CLOSE** the fi le.

**LEAVE** PowerPoint open for use in the next project.

**Proficiency Assessments**

**Project 5-3: Power Up**

**You are an operations manager for City Power & Light. You have been asked to give a presentation to department heads about scheduled maintenance of power substations around the city. Use a table to present the maintenance schedule.**

**1. OPEN** the ***Power*** presentation and save it as ***Power Final***.

**2.** Go to slide 3. On the Insert tab, click **Table** and drag over the grid to create a table with two columns and seven rows.

**3.** Type the following information in the table:

Substation Week of

Eastland July 13

Morehead October 1

Huntington June 6

Parkland May 21

Midtown July 28

Elmwood December 11

**4.** Apply a **Quick Style** of your choice to the table.

**5.** Turn on the **First Column** table style, and change any other table style option that improves the look of the table. For example, you might change the font color.

**6.** Delete the last row of the table.

**7.** Rearrange the rows so that the dates in the second column are in chronological order. Tip: Create a new blank row, and use it as a temporary holding area when moving rows.

**8.** Click the outside border of the table, hold down the mouse button, and drag straight down to move the table down about half an inch.

**9. SAVE** the presentation and **CLOSE** the fi le.

**LEAVE** PowerPoint open for use in the next project.

**Project 5-4: Is It on the Agenda?**

**You are an assistant director of finance at Humongous Insurance Company. You have been tasked with establishing the agenda for a management meeting. You have created the agenda as a table on a slide, which will appear onscreen throughout the day. You think the table could use some additional formatting to make it easier to read and understand.**

**1. OPEN** the ***Agenda*** presentation and save it as ***Agenda Final***.

**2.** Center all entries in the second column, and then center the column head only for the third column.

**3.** Clear all formatting from the table using the Clear Table option on the table Quick Styles gallery.

**4.** Remove all borders using the No Border option on the Border menu.

**5.** Format the table’s header row as follows:

**a.** Increase the height of the column header row to 0.6”, and then center the column header text vertically in the row.

**b.** Apply bold, 20-point formatting to the column header text.

**c.** Select the header row cells and use the Format Shape dialog box to apply the Granite texture. Change the transparency of the texture to 65%.

**d.** Apply the **Circle** cell bevel effect to the header row cells.

**6.** Select the first Break row and apply a shading of **Aqua, Accent 3, Lighter 40%**. Apply the same shading color to the second Break row.

**7.** Select the Lunch row and apply a shading of **Lavender, Accent 5, Lighter 40%**.

**8.** Apply the **Inside Diagonal Bottom Right** shadow effect to the entire table.

**9.** Add a border around the outside of the table and along the bottom of the header row.

**10. SAVE** the presentation as ***Agenda Final*** and **CLOSE** the fi le.

**LEAVE** PowerPoint open for use in the next project.

**Mastery Assessments**

**Project 5-5: Scaling the Summit**

**You are a district manager for Adventure Works, a travel agency specializing in adventurous destinations. You are preparing a presentation that contains a list of mountain climbing excursions you can use at a travel fair and need to format the table that contains the excursion information.**

**1. OPEN** the ***Adventures*** presentation.

**2.** Go to slide 3 and select all the cells in the table.

**3.** Use the ***Mountain.jpg*** picture fi le as a background fi ll for the selected cells. Tile the picture, and adjust transparency so that the text can be clearly read against the background.

**4.** Apply shading formatting of your choice to the column heads, and adjust font color and style as desired to improve appearance.

**5.** Apply formatting to the header row that makes it stand out from the other text.

**6.** Apply borders of your choice to the table.

**7.** Apply an effect of your choice to the table.

**8. SAVE** the presentation as ***Adventures Final*** and **CLOSE** the fi le.

**LEAVE** PowerPoint open for use in the next project.

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**Project 5-6: Complaint Process**

**Your employer, Trey Research, has been asked by Center City Hospital to help the hospital conduct an extensive study on patient complaints. You have been asked to tally complaints for the past year and categorize them. You have begun the process of creating a presentation to detail your findings. Your first step is a summary table that lays out the major categories of complaints.**

**1. OPEN** the ***Complaints*** presentation.

**2.** Go to slide 2 and adjust column widths so that all the summary items are on one line.

**3.** Reorder the rows so that the categories are in alphabetical order.

**4.** Set the height of each of the rows (except the header row) to exactly 0.4”.

**5.** Split the Complaints column (except the column header cell) into two columns, and move all information from the original Complaints column, including the column header, into the right-hand split.

**6.** Merge the table cells in the left-hand split. (Do not merge the column header row, only the banded cells.)

**7.** In the merged cell, rotate the text direction 270 degrees and type **Over 375 complaints received from patients in past 12 months**.

**8.** Apply different shading colors to each category of complaint, with a border at the bottom of each category section.

**9.** Adjust column widths again if necessary and adjust alignment as necessary to improve table appearance.

**10. SAVE** the presentation as ***Complaints Final*** and **CLOSE** the fi le.

**EXIT** PowerPoint.